

**BY THE ORDER OF
THE SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY
MISSION DIRECTIVE 10**

18 FEBRUARY 2003



10TH MISSION SUPPORT SQUADRON

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This mission directive prescribes the mission, organization, and responsibilities of the 10th Mission Support Squadron, Headquarters United States Air Force Academy, Colorado.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. A bar (|) indicates revisions from the previous edition, USAFAMD 10.

1. Authority. AFI38-101, *Air Force Organization*, as implemented by DAF/PE 690r letter, 13 October 1994, Organization Actions Affecting Certain United States Air Force Academy Units, and Special Order Number GS-6, Headquarters US Air Force Academy, 21 October 1994.

2. Mission. Provides base-level and Direct Reporting Unit Education Services, Family Support, Airman Education, Civilian Personnel, and Military Personnel services in support of the Headquarters United States Air Force Academy mission.

3. Organization. The 10th Mission Support Squadron is assigned to the 10th Mission Support Group. The 10th Mission Support Squadron is comprised of the Education Services Flight, Family Support Flight, Airman Leadership School, Military Personnel Flight, and Civilian Personnel Flight.

4. Responsibilities. The 10th Mission Support Squadron Commander:

4.1. Exercises command and control, staff supervision, planning and management, and overall control of all military and civilian personnel assigned to the 10th Mission Support Squadron.

4.2. Provides Education Services, Family Support, Airman Professional Military Education, and Military and Civilian Personnel services in support of all United States Air Force Academy Units.

4.3. The 10th Mission Support Squadron Commander may impose nonjudicial punishment on military members assigned or attached to the 10th Mission Support Squadron.

4.4. Provides administrative and orderly room functions for the Headquarters US Air Force Academy staff agencies, Directorate of Athletics, Directorate of Admissions, 10th Mission Support Group, and 10th Air Base Wing Command staff functions.

4.5. Integrates operational risk management principles, techniques, and tools into policy, planning, education, and training to induce application by personnel at all levels and in all functional areas.

5. Relationship to Other Units or Agencies. Direct communication with Headquarters United States Air Force Academy agencies, Headquarters United States Air Force, Secretary of the Air Force, United States Air Force MAJCOMs, and other Department of Defense agencies and activities will normally be coordinated through the 10th Mission Support Group. Direct time critical communications that support mission objectives are authorized and do not require the 10th Air Base Wing coordination.

6. Records Disposition. Units who create paper or electronic records are to comply in accordance with AFMAN 37-139, *Records Disposition Schedule*, for maintenance and disposal of records.

JAMES W. SPENCER, Colonel, USAF
Director, Plans and Programs